

SCHOOL SECRETARY I

THE DUTIES: The Milwaukee Public Schools (Milwaukee Board of School Directors) employs School Secretary I's in school and departmental offices throughout the City of Milwaukee. Under supervision, School Secretary I's perform a wide variety of duties in such areas as enrollment, student records, student transportation, payroll, lunch program, field trips, supplies, and the handling of cash. These duties require frequent contact and interaction with parents, students, and other school district staff.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Ability to type at a minimum of 45 words per minute.
2. A minimum of one year of word processing and/or spreadsheet experience.
3. Graduation from high school or successful completion of high school equivalency or G.E.D. tests is desirable.
4. Residence in the City of Milwaukee at time of application and throughout employment.

NOTE: Formal word processing/spreadsheet software training may substituted for part or all of the word processing/spreadsheet experience requirement.

THE CURRENT SALARY RANGE IS:

\$20,684 to \$27,840 annually (10 MONTH)

\$24,938 to \$33,522 annually (12 MONTH)

Milwaukee Public Schools provide excellent fringe benefits.

THE SELECTION PROCESS will be job related and will include a qualifying training and experience questionnaire, a written test of clerical skills, and a performance test of typing skills. Candidates must receive a minimum qualifying rating on each part of the examination. The minimum typing speed needed to qualify is 45 wpm. Typing tests will be given on a computer keyboard.

EXAMINATION WEIGHTS: Written Test - 5 Typing Test - 1

This is a continuous examination. Examinations will be given as often as necessary to meet the needs of Milwaukee Public Schools. All candidates will be notified of the date, time and place of the examination. Persons placed on an eligible list will remain on the list for 1 year ONLY. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.